

73-4865  
31 DEC 1973

MEMORANDUM FOR: Executive Director  
Interagency Classification Review  
Committee

SUBJECT : Progress Report on the Status of  
the CIA Data Index System

1. This memorandum responds to your undated request for a progress report on the status of the CIA Data Index system.

2. A report organized by the four categories requested in paragraph 2 of your memorandum follows:

a. Description of the System

An existing in-house computer-based document storage and retrieval system was adopted for use as the CIA Data Index. CIA finished intelligence reports have been identified as records of historical value and are controlled by the Data Index System.

A review of the Data Index requirements specified in Section VII of the National Security Council Directive of 17 May 1972 indicated that all but four requirements could be met by using the existing system. The four categories of required information which were not included in the CIA information retrieval system at that time were: exemption category, identity of classifier, addressees, and file designation.

Modification of the retrieval system to include exemption category was undertaken and completed in September 1972. Programming necessary to adjust the CIA retrieval system to include the three other required data items was considered but rejected as impractical because the information could be provided less expensively manually. The identity of the classifier on all CIA finished intelligence can be obtained from the machine record for department of origin. Classifiers on all CIA finished intelligence reports are the office heads of the production components. Addressees for all CIA finished intelligence products are easily available from CIA production offices. They can be reconstructed manually when necessary. Programming to create machine records indicating file designation was not undertaken since all CIA reports included in the Data Index are filed in one place.

b. Use of the System

Two quarterly reports on the status of CIA classification have been provided to your Committee. The first report was forwarded in July 1973 and the second in October 1973. Information is reported on National Security Standard Form 324 which, in its present format, requires reporting totals by classification and exemption category only.

c. Effectiveness of the System

Monthly checklists of CIA finished intelligence production are produced internally to ensure timeliness and accuracy in the quarterly reports submitted to your Committee. Quarterly cumulated machine listings are used to prepare the quarterly status reports. Since it is felt that our current system meets all of the requirements for the Data Index, no revisions of the system are planned.

d. Operational Characteristics of the System

Recording information for the Data Index began on 1 October 1972. The system is fully operational.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN  
Chairman  
CIA Classification Review Committee

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